



Office of the Mayor

Gracie Mansion

Position Title: House Manager

Job ID Number: 39744

About the Office:

Gracie Mansion, also known as New York's "People's House" has served as the official residence of the Mayor of New York City since 1942 when Fiorello H. La Guardia first lived in the structure. Gracie Mansion's history dates to 1799, when it was constructed by New York merchant named Archibald Gracie. In addition to serving as the official residence of the mayor and his family, Gracie Mansion is also the site of numerous mayoral events and functions.

About the Role:

Reporting to the Deputy Director, the House Manager is an all-purpose liaison position. The House Manager is responsible for supervising staff and performing a variety of administrative and operational duties to support the vision of the principals and guest(s) of Gracie Mansion.

- Responsible for the daily opening and closing of Gracie Mansion.
- Supervise Parks Department and external vendors to facilitate seamless communication and execution for tent events and indoor events.
- Liaise with the Deputy Director to ensure a positive Principal and guest experience.
- Coordinate with Kitchen Team, Parks Team, House Team and Gracie Mansion Conservancy for upkeep and maintenance needs.
- Lead reoccurring maintenance check of house, property, and furniture; coordinate with Deputy Director, House, Parks, Gracie Conservancy, and Historic House & Trust teams to ensure items are properly maintained and stored.
- Point person for event and vendor management database; Process invoices, open/close POs, and coordinate PO increases/decreases.
- Use institutional knowledge to maintain house and beverage inventory.
- Coordinate with Kitchen Team on daily closing of the outdoor and indoor Kitchen.
- Move with urgency and discretion to accommodate requests of Principals on short notice.
- Detailed understanding of social, formal, and professional etiquette.
- Utilize operational management knowledge, organizational skills, and efficient communication to create process where systems can improve.
- Versed in Microsoft Office, Excel, and PowerPoint.

Qualifications:

- **Education** – High School Diploma and Bachelor's Degree preferred.
- **Skills** – Ability to multi-task and move with grace. Capable of seeing all angles and anticipating needs before they arise. An interpreter, the candidate must have the ability to understand verbal

and non-verbal communication while making the best decision for the principal. Must be service driven with a global perspective.

- **Foreign Language** – Prefer fluency in second language.
- **Professional Certification** – A member of any United States Hospitality Association, Concierge Association, and/or business association preferred. NYC Certification in food protection preferred.
- **Experience** – At least five (5) years of experience in Hospitality leadership role within luxury hotel, historic house, college, or university, and/or large corporation.

Salary Range:

\$75,000 - \$80,000

To Apply:

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

New York City Residency Is Required Within 90 Days of Appointment

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The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

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